

## GRADE APPEAL FORM

**Instructions:** Students complete this form and submit it to the Dean within 5 business days of receiving the head of the academic programs written decision with a copy to the Registrar's Office.

**Note:** *In the event that the matter is not resolved with the head of the academic unit the learner may then request a formal review by the Dean. The student must notify the Registrar's Office of his/her intent and request a Grade Appeal form. The learner must submit the completed Grade Appeal form to the Dean within 5 business days of the head of the academic program's written decision with a copy to the Registrar's Office. At this point, any changes to the learner's academic records will be suspended, pending resolution of a formal grade appeal.*

<b>Last Name</b>	<b>First Name</b>
<b>Student Number</b>	<b>Program Name</b>

Course	Course Start Date	Course End Date	Final Grade Received

Please indicate the basis for the appeal and why you believe that a better final grade is warranted. Also, state the steps that have been taken to resolve the issue (See Section 5 of Academic Regulations). Attach all relevant information and documentation to this form. Note: Pleas on compassionate grounds should not form part of the statement.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Note:** Signature required if this form is not sent from your email address currently on file at RRU.



**Office Use Only**

**\*Please provide the date each action was completed\***

Student requested review of grade by the instructor: (mm/dd/yyyy)

Instructor confirmed decision in writing to the Student:

Student requested review by Program Head:

Program Head provided decision to student:

Student requested review by Associate Dean or School Director:

Associate Dean or School Director provided decision to student:

Grade Appeal form submitted to Dean and Registrar's Office:

Dean provided decision to student:

Student requested formal review by Vice President Academic (if applicable):

Vice President Academic provided decision to student (if applicable):